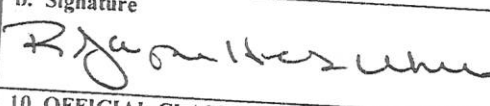
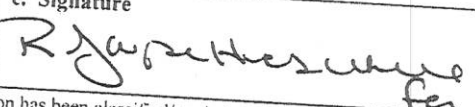


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, GA		2. POSITION NUMBER 10040	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position US OPM PCF for Mgmt & Program Analysis Series, GS-343, 8/90; US OPM Administrative Analysis Grade Evaluation Guide, 8/90.					
Official Allocation	b. Title Program Analyst	c. Pay Plan GS	d. Series 0343	e. Grade 13	f. CLC 001
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any) Program Analyst		GS	0343	13	
7. ORGANIZATION (Give complete organizational breakdown)		6. NAME OF EMPLOYEE Deborah Carter			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		e. Deborah Carter			
b. Office of the Regional Administrator		f.			
c. Immediate Office		g.			
d.		h. Employing Office Location			
		i. Organization Code 90411006			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Javoyne Hicks White, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor Gwendolyn Keyes Fleming, Regional Administrator			
b. Signature 		c. Date 3/19/2012		e. Signature 	
				f. Date 3/19/2012	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code —	
g. Bargaining Unit Code 0023		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (<input type="checkbox"/> % of time) <input type="checkbox"/> This position is subject to random drug testing		i. Classifier's Signature 1/s/ Tena McPhail	
				j. Date 11/1/08	
11. REMARKS Previously classified PD. Coversheet documents realignment action. -DT 3/12 OPM-12-065					

United States Environmental Protection Agency

POSITION DESCRIPTION COVERSHEET

1 DUTY LOCATION
Atlanta, Georgia

2 POSITION NUMBER

CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

b. Title

c. Service

d. Series

e. Grade

f.

Official
Allocation

Program Analyst

GS

0343

13

10

4 SUPERVISOR'S
RECOMMENDATION

PROGRAM ANALYST

GS

0343

13

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

b. REGION 4

e. PLANNING & ENVIRONMENTAL ACCOUNTABILITY

c. OFFICE OF POLICY AND MANAGEMENT

f. PLANNING, INNOVATIONS & ACCOUNTABILITY

d. DEPUTY ARA, HC, PLAN., IT & ENTERPRISE MGMT.

g.

8. SUPERVISORY/MANAGERIAL DESIGNATION

h. Organizational Code 90425420

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as a staff advisor to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- ☐ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

ANNE KELLER, CHIEF
PLANNING, INNOVATIONS & ACCOUNTABILITY SECTION

b. Signature

c. Date

9/30/08

d. Typed Name and Title of Second-Level Supervisor

VICKIE KELLS, CHIEF
PLANNING & ENVIRONMENTAL ACCOUNTABILITY BRANCH

e. Signature

f. Date

9/30/2008

0 OFFICIAL CLASSIFICATION CERTIFICATION

☒ This position has no promotion potential.

☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. Fair Labor Standards Act
☐ Nonexempt ☒ Exempt

c. Functional Code

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Bargaining Unit
de

e. Check, if applicable:

☐ Medical Monitoring Required

☐ Extramural Resources Management Duties (% of time)

☐ This position is subject to random drug testing ()

f. Signature

Jenna W. McPhail

g. Date

11/1/08

REMARKS STATEMENT OF DIFFERENCE:



PROGRAM ANALYST GS-343-13

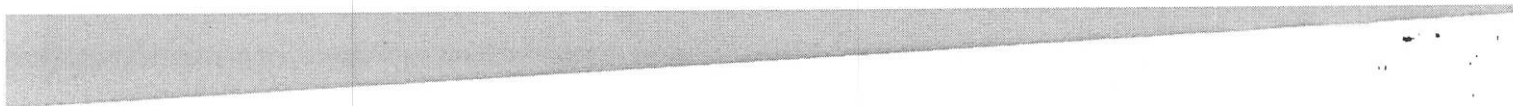
I. INTRODUCTION

This position is located in the Planning, Innovations and Accountability Section; Planning and Environmental Accountability Branch; Office of Policy and Management. The incumbent will serve as an expert on community projects and collaboration such as CARE, supporting national workgroups and participating in HQ teams. The incumbent leads activities related to targeting and analysis, strategic planning, and healthy communities including analysis of the impact of EPA policies on communities. The incumbent will work within the region's strategic planning group to translate targeting data at the program and community level to ensure environmental protection. The incumbent will have a role in influencing regional and national policies.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Leads a full range of activities related to strategic analysis and program planning. This includes providing guidance to programs and communities related to environmental problem identification, based on risk and other factors, and preparation of plans in conjunction with EPA's sustainable goals. Support to community projects such as CARE will constitute a considerable portion of the incumbent's time. Collaboration and facilitation of community groups and media program staff in Region 4 will play a large role in the achievement of community goals.
- B. Uses analytical methods and techniques to analyze a wide range of scientific, engineering, legal, environmental protection, and environmental management issues. Evaluates and analyzes community needs relative to environmental and human health protection, support from EPA, and ways to improve connections to businesses or other entities in the community.
- C. Develops plans, reviews data and provides expert and highly technical assistance on interpretations of data on matters related to a specific sustainable or regional priority targeted area. Assists communities in implementing their project plans and completes analyses of existing or new data in the process.
- D. Conducts analytical studies, evaluations ranging in scope from national and regional to state and site specific. Subjects range from operational effectiveness of a single program to long-range program effects of environmental actions and policies, economic, and social impacts.
- E. Perform Project Officer Duties and responsibilities consistent with National and Regional goals, objectives and policies. As a certified Project Officer for financial assistance agreements (including interagency agreements), the incumbent is responsible for reviewing grant applications, negotiating scopes of work, recommending grant actions, preparing accurate and complete Decision Memoranda, Commitment Notices, and Funding Orders for transmittal to the Grants Management Office (GMO).

The incumbent is responsible for monitoring commitments, outputs and/or core measures contained in the grant agreement for compliance with grant terms and conditions and to ensure performance is such that the Agency receives that for which it has expended funds. Documentation of the official project file is also a Project Officer responsibility.



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Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position - Level 1-8 - 1550 Points

Mastery of the application of a wide range of qualitative and quantitative methods for the assessment and improvement of complex management processes and systems.

Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs.

Knowledge of EPA program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating program accomplishments. The work requires knowledge of relationships with other programs and key administrative support functions within EPA or in other agencies. Knowledge is applied to the design and conduct of comprehensive management studies where the boundaries of the studies are extremely broad and difficult to identify in advance. Study objectives are to identify and propose solutions to management problems which are characterized by their breadth, importance, and severity, and for which previous studies and established management techniques are frequently inadequate.

Skill in communicating clearly, concisely, and diplomatically so that the RA and other senior managers are fully aware of problems, issues and alternatives to their solutions. Serves as an expert on community project implementation, planning and facilitation, providing input to national policies as part of the CARE team.

Ability to negotiate effectively with management to accept and implement recommendations where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with other program goals or objectives.

Factor 2-4 Supervisory Controls 450 Points

The supervisor and employee develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3-4 Guidelines 450 Points

Guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods.

Factor 4-5 Complexity 325 Points



Analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

Factor 5-5 Scope and Effect 325 Points

Analyzes and evaluates major administrative aspects of substantive, mission-oriented programs. Develops long-range program plans, goals, objectives, and milestones or evaluates the effectiveness of programs conducted throughout an agency, or a regional structure of equivalent scope. Identifies and develops ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. Develops new ways to resolve major administrative problems or plans the most significant administrative management aspects of professional or scientific programs. Develops administrative regulations or guidelines for the conduct of program operations or new criteria for measuring program accomplishments. Study reports contain findings and recommendations of major significance to top management of the agency, and often serve as the basis for new administrative systems, legislation, regulations, or programs.

Factor 6-3 Personal Contacts 60 Points

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7-3 Purpose of Contacts 120 Points

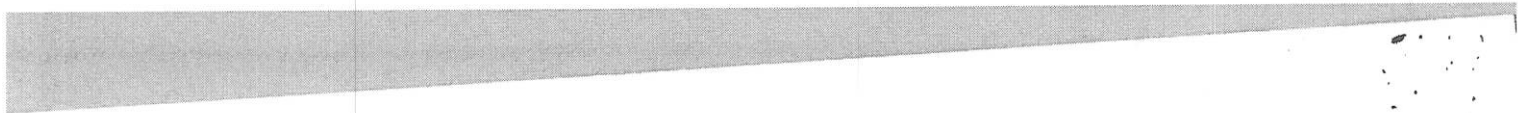
The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Factor 8-1 Physical Demands 5 Points

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9-1 Work Environment 5 Points

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.



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6

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Deborah Carter	XX	This position has no extramural resources management responsibilities.
Position Number	10040		Total extramural resources management duties occupy less than 25% of time.
Title	Program Analyst		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0341-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature [Signature]
 Personnel Specialist's Signature [Signature]

Date 3/19/12
 Date 3/23/12

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans Procurements
- ☐ Estimates Costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (lists)

- ☐ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☐ Approves payment requests of ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

Post-award:

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

Percentage of Time Spent on Contracts Management

%

Pre-application/Application:		problems/issues
Prepares solicitation for proposals		Participates in decisions/actions to ensure
Identifies potential grantees for area of program emphasis		successful project completion and in decisions to impose sanctions
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Approves payments requests or ACH drawdowns
Provides administrative information to applicants		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates with applicant		Negotiates amendments
Assists applicant in resolving issues in application		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		When necessary, recommends termination of the agreement
Negotiates level of funding		Resolves with Grants Management Office administrative and financial issues
Conducts site visits to evaluate program capability		Conducts periodic reviews to ensure compliance with agreement
Serves as resource to Selection Panel		Other (list)
Other (list)		
Award:		Close-out:
Prepares funding package, including Decision Memorandum		Certifies deliverables were satisfactory and timely
Obtains concurrences/approvals		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Reviews/concurs in completed document		Reconciles payment with work performed
Establishes project file		Notifies recipient of close-out requirements
Other (list)		Obtains legal assistance if necessary to resolve incomplete close-out
		If project is audited, responds to issues and ensures recipient complies with audit recommendations
		Other (list)
Project Management/Administration:		Percentage of Time Spent on Grants/Cooperative Agreements Management
Monitors recipient's activities and progress		
Reviews reports and deliverables and notifies recipient of comments		
Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties		
Pre-Agreement:		
Plans and negotiates work effort		Monitors cost management and overall technical performance
Estimates costs		Participates in decisions about project modification/termination
Obtains funding commitments		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Prepares commitment notice		Inspects and accepts deliverables
Writes or reviews scope of work		Other (list)
Responds to pre-agreement inquiries		
Participates in pre-agreement conferences		Close-out:
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Reviews final report
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Decides on disbursement of equipment
Performs technical evaluation of work plan and budget		Reconciles payments with work performed
Prepares funding package and obtains necessary concurrences		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Other (list)		Certifies deliverables
		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
Project Management/Administration:		Percentage of Time Spent on Interagency Agreements Management:
Reviews progress reports/financial reports		